

California Energy Commission



CLASSIFICATION: Energy Commission Specialist I (EFF)
(May Consider Associate Governmental Program Analyst)

TENURE: Permanent

TIME BASE: Full Time

SALARY: \$4,833 - \$5,831
(salary will be adjusted accordingly to comply with furlough program)

LOCATION: Efficiency and Renewable Energy Division
Sacramento

FINAL FILING DATE: February 4, 2010

DUTIES/RESPONSIBILITIES:

The Energy Commission Specialist I (EFF) is under the supervision of the Energy Commission Supervisor II (EFF) in the Building Standards Implementation Office, Outreach and Education Unit, of the Efficiency and Renewable Energy Division. The incumbent will independently perform more complex sensitive and responsible energy-related work which requires, on a regular basis, a high level of knowledge, skill, and ability which is demonstrably above the journey level. The Energy Commission Specialist I (EFF) will be the technical expert responsible for the implementation of Building Energy Efficiency Standards projects which include the development and dissemination of Standards related information to the various audiences including building department personnel, contractors, builders, designers, architects, utilities, other state agencies and consumers.

The incumbent will manage Building Energy Efficiency Standards (Standards) implementation projects. As subject matter expert, responsibilities include preparation of the project concept, plan and milestones which includes maintaining an understanding of the current Standards in order to manage and coordinate the development of information to further simplify and explain the various efficiency measures to audiences that are responsible for compliance with the Standards and enforcement of the Standards. As subject matter expert and project manager the incumbent will be responsible for analyzing information on efficiency measures and present it in an easy to understand manner to each of the target audiences that must comply with the Standards and enforce the Standards. The incumbent will be responsible for presenting project status information to the Efficiency Policy Committee and incorporating comments or revising information as appropriate.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- knowledge of the Residential and Nonresidential Building Energy Efficiency Standards
- knowledge of effective project management

(OVER)

RPA#420-273

OK DP 1/21/10

POS#535-420-4935-015

- demonstrated ability to use a variety of analytical and research techniques to resolve complex energy efficiency problems, develop and evaluate alternatives, perform policy analysis and program evaluation, formulate policy recommendations, and analyze energy data
- demonstrated ability to act as a team leader and team member
- ability to communicate ideas effectively both verbally and in writing

WORKING CONDITIONS:

Work is performed indoors in an office setting. Travel throughout the state may be necessary in order to carry out assignments.

WHO MAY APPLY

All interested eligible persons are encouraged to apply. Applicants must have either transfer or SROA/Surplus eligibility at the Energy Commission Specialist I (Efficiency) levels. Please indicate your eligibility for this classification on the state application form, STD. 678. Applications will be screened for experience and only the most qualified will be contacted for an interview.

Training & Development Assignments may be considered.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

California Energy Commission
Tracy Boggs (RPA #420-273)
1516 Ninth Street, MS-28
Sacramento, CA 95814
(916) 654-4054

**California Relay (Telephone) Service
for the Deaf or Hearing-Impaired**
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922